

FAQ's – Plumbing, Gas and Electrical

1. How do I call for an inspection?

Your inspector's name and telephone number are printed on the bottom right hand side of your permit. You may call him at any time and leave your name, phone number, permit number and type of inspection. Your inspector will call you back with the date and time of your inspection.

2. Do I have to call for inspection during certain hours?

No, there is no need to call during specific office hours. You may call your individual inspector and leave a voicemail with the above information at any time. He will return your call during his office hours.

3. Can I file for a permit online or by email?

No, at this time we do not have online permitting and we do not accept permits by email. You can bring your completed application into Inspectional Services and a permit will be issued over the counter (as long as the staff person is available). You can mail a completed application as well to receive your permit.

4. How do I find my permit number?

Permits numbers can be found at www.newtonma.gov/permits. Enter the street number and then enter the street name. Note: Do NOT enter Street Direction (E,W,N,S) or Street Suffix (St., Ave., Blvd., etc.). A list of potential matches will be displayed. Your permit numbers are also printed on your permit. Please retain your permit number as you must provide that number to the inspector in order to receive an inspection.

5. What information do I have to provide in order to get a permit?

The following items must be either included with your permit or we must have a copy on file:

- 1) Copy of appropriate license/s
- 2) Workers' Compensation Insurance Affidavit
- 3) "ACORD" Certificate of Liability Insurance showing Liability for electrical permits only (Certificate Holder must be City of Newton)
- 4) "ACORD" Certificate of Liability Insurance showing Workers' Compensation unless you are a sole proprietor (Certificate Holder must be City of Newton)

6. What happens if my permit application is incomplete?

Incomplete permits will be put on hold and you cannot call for an inspection. We will notify you of an incomplete permit. Those permits will only be kept for a limited time without a response from you. Your application will then be returned to you without a

permit. You will then need to refile your application and be subject to a double fee if work was started without a permit.

7. My insurance company sent you my workers' comp why do I have to fill out the Workers' Compensation Affidavit?

The "Affidavit" is a State form that the Department of Industrial Accidents requires you to file with the permitting authority. We require sole proprietors to fill this form out at the beginning of every year, all others when their workers' compensation policy comes up for renewal.

8. I filed for a permit but I will not be doing the work. What do I do?

You must fill out a Permit Cancellation Form. Once we receive that form we will note the permit and close it out.